

Cover Letter Evaluation Checklist

	Is/does the cover letter . . .	Yes	No	Comments
1	professional in appearance and easy to read?			
2	short, clear, and direct ?			
3	written in a personable, professional , but not overly academic style?			
4	include important key words while avoiding jargon cheesy, preachy, and/or presumptuous phrases?			
5	contain complete contact information that is easy to locate?			
6	addressed to a specific person ?			
7	make reference to how the candidate learned of the position ?			
8	providing meaningful details about the candidate that expand on what is included in the résumé			
9	avoid “fluff,” piquing the reader’s interest with every sentence and making the reader want to know more about the candidate?			
10	connect the candidate's unique strengths and qualifications with goals/needs of the school or district ?			
11	support assertions about skills, qualifications, or abilities with brief, concrete examples from the candidate's teaching experiences?			
12	avoid detailing a list of "I wants," highlighting strengths that distinguish this candidate from others instead?			
13	clearly state the follow-up actions the candidate will take next?			
14	specifically mention that a résumé has been enclosed ?			
15	end with a strong closing phrase ?			